

# Wave Industries Private Limited

## Maternity Leave Policy

**Objective:** The objective of this policy is to protect the dignity of the motherhood and provide complete healthcare to the women and her child. In addition, it intends to regulate the employment of women in the company for the periods before and after childbirth

**Applicability:** Female employees (Regular, Probationers and Trainees) of the company

### Eligibility

- Female employee who are not covered under the ESI Act, 1948 and have completed **84 days in 12 months preceding the date of delivery** with the company
- The maximum period is 26 weeks/180 days of which not more than eight weeks shall precede the date of expected delivery and 18 weeks post delivery
- It is restricted up to two surviving children
- Beyond 2 children, entitled is 12 weeks. 6 weeks before expected delivery and 6 weeks post delivery
- In case of miscarriage or medical termination of pregnancy, employee is entitled 6 weeks of maternity leave
- On adoption of baby below 3 months-12 weeks from the day baby is handed over

### Regulations

- The applicant should inform about her pregnancy to the HR department minimum 2 months in advance before proceeding on leave.
- The application should be supported by a medical certificate confirming the pregnancy and expected date of childbirth.
- Maternity leave may be combined with accrued Earned leave with **prior approval**.
- Un-availed Maternity Leave is **non-cashable**.
- The weekly offs and holidays falling during this period will be part of the leaves availed.

### Leave for illness arising out of Pregnancy

- Any employee suffering from illness arising out of pregnancy, delivery, premature birth of child (Miscarriage, medical termination of pregnancy or tubectomy operation) is entitled to 4 weeks leave with pay, in addition to 26 weeks leave
- The employee shall produce a valid medical certificate from a registered medical practitioner along with her leave application and forward it to the HR department minimum 2 weeks in advance.

### Leave without pay

- Leave without Pay are approved leaves which can be sanctioned only when employee is medically un-fit and unable to resume her duties and has availed her maternity leave
- In such cases, the employee shall produce a medical certificate stating the valid reason for such leaves.
- The leave application for availing "Leave without Pay", shall be submitted minimum 2 weeks in advance. The sanctioning of leave under this clause is at the sole discretion of the sanctioning authority of the Company and should not be perceived as a right for entitlement.

### Pay Benefit

- The employee will be paid salary for the period stipulated in clauses above
- The maternity benefit amount (salary) for the period under maternity leave will be paid as per salary cycle.
- The pay benefit for "Earned Leaves", if availed in continuation with Maternity Leave shall be as per the "Leave Policy" in force.

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## Procedures & General Rules

- The leave application for availing "Earner Leave" accrued by the employee shall be produced minimum 2 weeks in advance.
- Employee should resume her duties post maternity benefit; failing which the leave period will be treated as unauthorized leave. Consequently, disciplinary action will be initiated, and no salary will be paid for these days.
- Leave deductions (Leave without pay and Notice Period) shall be calculated at the rate of **Basic salary**
- Resignations post Maternity Benefit-If an employee wishes to exercise her option to resign immediately after availing the maternity leave, it will only be accepted on medical grounds. In such case, the reasons stated in the medical report will be mentioned in the relieving letter